



**TOWN OF ACTON  
RECREATION DEPARTMENT**

472 Main Street  
Acton, Massachusetts, 01720  
Telephone (978) 264-9608  
Fax (978) 264-9630  
www.acton-ma.gov

**APPLICATION FOR USE OF RECREATION FACILITIES: Effective 8/4/08**

**Complete Sections I & II only.** File application with the Acton Recreation Department at least **TWO WEEKS prior to the date desired.** Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Acton Recreation Field Use Permit and Weather Policy (available on-line or at the Rec. Dept.) for a Permit to be granted. Uncompleted applications will be returned. **Please allow up to two weeks for your application to be processed. Upon approval of application, you will be contacted via email first,** payment is due to secure your facilities rental and permit will be issued.

**Section I**

All information must be completed to process application.

**Application Date:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone: Home ( )** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Work ( )** \_\_\_\_\_

**Town/City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Organization:**    **Resident**    **Non- Resident**    **Total Number of Participants:** \_\_\_\_\_

**Describe Activity:** \_\_\_\_\_

**FACILITY/ FIELD REQUESTED: (PLEASE CIRCLE AREA REQUESTED)**

Rt. 2A/27 Field 1: Little League Field	Rt. 2A/27 Field 2: Little League Field	Concord Road Soccer Field	Elm Street Tennis Court (2 courts) # needed ____
Elm Street Small Soccer	Elm Street Softball Field	Gardner Playground (Rt. 111)	Great Hill Soccer Field
Little Great Hill Small Soccer Field	Hart Little League or Softball Field (Conant)	MacPherson Little League or Softball Field (Conant)	Jones Full Size Baseball, Lacrosse/Pop Warner
School Street Small Soccer Field # needed ____	School Street Large Soccer Field # needed ____	School Street Lacrosse Field	NARA Softball Field
NARA Lg. Soccer # fields requested: ____	NARA Sm. Soccer Field # fields requested ____	NARA Picnic Area Small – (4 picnic tables)	NARA Picnic Area Large (8 picnic tables)
NARA Patio Tent Area ( 4 picnic tables)	NARA Bathhouse Pavilion (5 picnic tables)	NARA Beach Group Swim Passes ____ requesting	NARA Amphitheater
T.J. O'Grady Skate Park	Elm Street Playground		

\* The Picnic Area, Patio Tent, and Bathhouse at NARA are not available for rental during the NARA Youth and Mighty Mini Summer Program Hours (8:00 AM – 5:30 PM Monday –Friday last week of June through end of August) Permits will not be available at NARA Park for specific special events and concerts.

**DATE REQUESTED:** We do not offer rain dates, you must request an additional permit for requested alt. date.

1<sup>st</sup> Choice \_\_\_\_\_ Time Requested: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_ Time Requested: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will Food/Beverages be Served? \_\_\_\_\_ If Yes, be specific \_\_\_\_\_

\_\_\_\_\_amphitheater electricity (additional fee) Will Alcohol be Served? \* \_\_\_\_\_ Has a permit been obtained by the Board of Selectmen? \_\_\_\_\_

\*A separate application and fees for liquor license is obtained through the Town Manager's Office—please note this application is filed with the Board of Selectmen and is needed no less than one month prior to your event.

Revised: August 4, 2008

**Picnic tables are noted for areas. Additional tables needed are not provided by the Town of Acton.** Picnic charcoal grills are available for large, small, patio and pavilion picnic areas at NARA Park. You are welcome to bring your own charcoal or propane grill. NARA Park bathrooms are open during normal business hours.

**CANCELLATION POLICY:** *If you cancel a facility/field reservation, you get a 50% refund; if less than 30 days notice, no refund will be issued. Group swim passes are not refundable. Refunds are not issued due to weather related conditions.*

The Lessee or user of the facility/field will hold the Town of Acton and all its agents harmless from any problem resulting from the leasing or utilization of the premises. The Town of Acton reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable, and permits are subject to change. Picnic tables available are noted on form, additional tables needed are the responsibility of the renter.

\_\_\_\_\_  
(Representative's Signature)

\_\_\_\_\_  
(Date)

**Section 2  
for office  
use only**

**REQUIRED SERVICES ASSIGNED:**

\_\_\_\_ Fire – All commercial use of propane tanks need permit. (Over 50 gallons) Contact the Acton Fire Dept.  
978-264-9645  
\_\_\_\_ Police (Detail)

\_\_\_\_ Health Department Permit (Obtained at the Board of Health-separate fee with BOH)

\_\_\_\_ Swimming—all swim passes must be purchased at time of permit issuance. Additional passes may be purchased at the group rate onsite if permit holder has received permission in advance from Recreation Director.

\_\_\_\_ Portable Toilets Required      Location Required: \_\_\_\_\_

\_\_\_\_ Dumpster required

\_\_\_\_ Liquor License (*see Section II*)    Approved    Denied

**ESTIMATED RENTAL FEES:**

Bldg. Rental \$ \_\_\_\_\_ Field Rental \$ \_\_\_\_\_ Swimming Fee \$ \_\_\_\_\_ Electrical Fee\$ \_\_\_\_\_

Security Deposit (required) \$ \_\_\_\_\_

**PERMIT FOR USE OF RECREATION FACILITIES**

( ) **THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED.**

( ) **THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:**

Permit issued by \_\_\_\_\_ Date \_\_\_\_\_  
Recreation Department/Title

**Special Instructions: ALL PICNIC AND FIELD RENTALS ARE CARRY-IN – CARRY- OUT. You must keep a copy of your permit accessible at time of event.**

Additional permit notes/conditions as attached: NO YES dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Copy to: \_\_\_\_ Grounds (Shawn O'Malley) \_\_\_\_ Police \_\_\_\_ Fire \_\_\_\_ Health Dept.

\_\_\_\_ Town Mgr. \_\_\_\_ Lifeguards \_\_\_\_ Authorized Rep.

**Office use only:** Application Received on: \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_  
Application approved denied on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Withdrawn: \_\_\_\_  
Applicant contacted on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: phone email mail  
Second contact on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: phone email mail  
Payment by: cash check money order Application withdrawn: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Amount Paid \$ \_\_\_\_\_ Date Paid \_\_\_\_/\_\_\_\_/\_\_\_\_